



Basic and Social Sciences Research Ethics Committee (BaSSREC)

Honours research projects ethics application procedure:

Low risk studies

Submit all **LOW RISK** (refer to the risk descriptions on the BaSSREC web page) ethics applications to the BaSSREC for review. This will **not be an expedited process**.

The project leader should complete the following documentation:

1. **BaSSREC checklist:** Ensure that this is completed and signed by the applicant and research director or programme leader.
2. **BaSSREC ethics application form** (full document).
 - a. Indicate the module code and name for the title of the study.
 - b. Complete the relevant subsections of the application form.
3. **Short research proposal:**
 - a. Write a 2-page background in which you outline the following:
 - i. The title: The module code and name.
 - ii. The background/orientation for the proposed student projects: include references to the particular module name and its outcomes.
 - iii. The research design, sampling procedures and methods of data collection and analysis.
 - iv. A brief ethics component that corresponds with the content in the ethics application form.
4. **Scientific approval letter/letter** from the programme leader approving the project.
5. **Gatekeeper approval letters** (if applicable): This may include the NWU Gatekeeper letter or letters from particular organisations or institutions that provide approval/consent for the students to undertake their fieldwork in that organisation/institution's contexts.
6. **Informed Consent leaflet:**
 - a. Indicate the module code and name in the informed consent leaflet.
 - b. When students commence with their fieldwork for their respect projects that form part of this larger research project/research module, simply indicate a *sub-title* for their study on the informed consent leaflet under the overarching title.
 - c. Adapt this ICS to the particular study of the student.
 - d. The student may then commence with their fieldwork and use this informed consent leaflet to gain consent from their participants.
 - e. Just note – these are only applicable to no-, low- and minimal risk studies; medium and high risk studies require the full HSSREC-application.
7. **Examples of data collection instrument(s):** Since students might only develop these instruments later in the year, the project leader and supervisors will be required to take responsibility for the content of these instruments (as it forms parts of the research module).
 - a. This does not have to be submitted to BaSSREC.
 - b. Just note – these are only applicable to no-, low- and minimal risk studies; medium and high risk studies require the full HSSREC-application.

- c. It is, however, important to note that BaSSREC is required to monitor every approved ethics application throughout the year and such proof must be attached then.
8. **Project leader and supervisors' proof of ethics training:** Proof of the successful completion of ethics training courses should accompany the application.
9. **Very important: After approval, the project leader will be responsible to submit an annual monitoring report** to the BaSSREC Chairperson (available on the BaSSREC web page) in which they indicate the continuation of the approved project and/or any **potential amendments to the study that requires approval.**
10. Successful applications will be approved for a **period of five (5) years – depending on the submission of annual monitoring reports.** Any and all changes should be reported to the BaSSREC during this time as part of the noted monitoring report.



Basic and Social Sciences Research Ethics Committee (BaSSREC)

Honours research projects ethics application procedure:

No risk studies

Submit all **NO RISK** (refer to the risk descriptions on the BaSSREC web page) ethics applications to the BaSSREC for review. This will qualify for an expedited process.

The project leader should complete the following documentation:

- **BaSSREC checklist**
 - Ensure that this is signed by the applicant and research director or programme leader.
 - This will serve as the ethics application form.
- **Short research proposal:**
 - Write a 2-page background in which you outline the following:
 - The title: The module code and name.
 - The background/orientation for the proposed student projects: include references to the particular module name and its outcomes.
 - The research design, sampling procedures and methods of data collection and analysis.
 - A brief ethics component that corresponds with the content in the ethics application form.
- **Scientific approval letter/letter from the programme leader approving the project.**
- **Gatekeeper approval letters** (if applicable): This may include the NWU Gatekeeper letter or letters from particular organisations or institutions that provide approval/consent for the students to use the literature or documents for the purpose of their study.
- **Project leader and supervisors' proof of ethics training:** Proof of the successful completion of ethics training courses should accompany the application.
- **Very important: After approval, the project leader will be responsible to submit an annual monitoring report** to the BaSSREC Chairperson (available on the BaSSREC web page) in which they indicate the continuation of the approved project and/or any **potential amendments to the study that requires approval**.
- Successful applications will be approved for a **period of five (5) years – depending on the submission of annual monitoring reports**. Any and all changes should be reported to the BaSSREC during this time as part of the noted monitoring report.